

# Concealed Handgun License (CHL) Application Instructions



## NEW Application only

### UMATILLA COUNTY SHERIFF'S OFFICE

Sheriff Terry L. Rowan • CHL Unit

4700 NW Pioneer Place • Pendleton, OR 97801 • <http://umatillacounty.net/sheriff/>

UCSO CHL NEW INST (08-2021) Previous Versions are Obsolete

These instructions are for NEW applicants form only. If you have a current Oregon Concealed Handgun License or an Expired (regardless of expiration date), do NOT use this form, use our Renewal form. If your license has been revoked use this form.

**NEW APPLICANTS:** Applications are taken by APPOINTMENT ONLY. Schedule an appointment online at <http://umatillacounty.net/sheriff/> or call 541-966-3680. Please BRING the following with you AT THE TIME of your APPOINTMENT.....

- Your completed application.**
- Driver's License or State ID Card** (Make sure your CURRENT resident address shows on your driver's license or has been provided to DMV).
- Nonrefundable fee of \$100.** Acceptable forms of payment are either CASH in EXACT CHANGE or a CHECK made out to U.C.S.O.
- Proof of Citizenship:** Such as Enhanced Driver's License, US Birth Certificate, US Passport or FFS240 (Military Service Foreign Birth) Copies will not be accepted. A hospital "birth certificate" is not accepted, must be issued through the State's vital records office. If NOT BORN in the United States- you must provide documentation of naturalization or proof of intent to become a citizen (N-300 or N-400 form). See our website for further information.
- Proof of handgun safety training** which has been approved by the Sheriff in accordance with State Law Requirements. See information below.
- Out of State Applicants Only - A **Residency Waiver Request Form (available on our website)** is REQUIRED and MUST be attached to your application. Umatilla County Sheriff has chosen to accept applications from individuals living in states which border the State of Oregon. *Under Oregon Law; Issuance of a license to a non-resident applicant is at the discretion of the Sheriff. Do NOT send the form in ahead of time.*

#### WHAT IS PROOF OF HANDGUN SAFETY TRAINING?

ORS 166.291(f) (A) to (G) - bolding added for emphasis

(A) Completion of any hunter education or hunter safety course approved by the State Department of Fish and Wildlife or a similar agency of another state **if handgun safety** was a component of the course;

(B) Completion of any National Rifle Association firearms safety or training course if **handgun safety** was a component of the course;

(C) Completion of any firearms safety or training course or class available to the general public offered by law enforcement, community college, or private or public institution or organization or firearms training school utilizing **instructors certified by the National Rifle Association or a law enforcement agency if handgun safety was a component of the course;**

(D) Completion of any law enforcement firearms safety or training course or class **offered for** security guards, investigators, reserve law enforcement officers or any other law enforcement officers if **handgun safety was a component** of the course;

(E) Presents **evidence of equivalent experience** with a **handgun** through participation in **organized shooting competition or military service;**

(F) Is licensed or has been licensed to carry a firearm in this state, unless the license has been revoked; or

(G) Completion of any firearms training or safety course or class conducted by a **firearms instructor certified by a law enforcement agency or the National Rifle Association** if handgun safety was a component of the course;

NOTE: Military Service Members: Documentation can be shown through your DD Form 214, qualification records, Military Rank, certain MOS, NEC etc.



**NEW**  
**Application for a NEW Oregon Concealed Handgun License**  
**Umatilla County Sheriff's Office • Terry L. Rowan**  
**Civil Division • 4700 NW Pioneer Place • Pendleton, OR 97801**

Instructions: This application is to be used to apply for a NEW Oregon Concealed Handgun License or a previously REVOKED license. DO NOT use this application if you have a CURRENT or EXPIRED Oregon Concealed Handgun License.

**You must apply in person. Appointments are REQUIRED. Fee is \$115.00 cash or check only.**

**Schedule online at <http://umatillacounty.net/sheriff> or Call 541-966-3680.**

Full Legal Name: **First** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Social Security No. \_\_\_\_\_ Place of Birth(State/Country) \_\_\_\_\_

Other and All Names Used (Maiden, Nickname, etc) \_\_\_\_\_

Current RESIDENTIAL Street Address:

MAILING ADDRESS:

\_\_\_\_\_  
Numbers and Street Name

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Numbers and Street Name

\_\_\_\_\_  
City State Zip Code

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

List **ALL** states you have lived in as an **ADULT**: \_\_\_\_\_

Oregon Law prohibits the issuance of a concealed handgun license to anyone with a felony conviction, a misdemeanor conviction within the last four years or anyone on pretrial release. Oregon law allows for the denial of a concealed handgun license if the Sheriff determines you are a danger based upon a past pattern of unlawful violence or threats of unlawful violence. Oregon Law prohibits the issuance of a concealed handgun license to anyone who is subject to specific court restraining or stalking orders, or to anyone who is required to register as a sex offender in any state. Oregon Law also prohibits issuance of a concealed handgun license to anyone that has been dishonorably discharged from the Armed Forces of the United States. Federal Law under 18 USC 922 prohibits anyone who has been convicted in any court of a misdemeanor crime of domestic violence from possessing a firearm or ammunition. Laws regarding Oregon Concealed Handgun licensing can be found under Oregon Revised Statutes 166.291 – 166.295.

**INITIAL** to indicate that you have read and understand the **ABOVE** statement

**Qualifications:**

You are required to answer the following questions to provide sufficient information to complete a full background check. Failure to answer any question will result in your application being denied as incomplete. Making a false statement in this application may result in prosecution for a misdemeanor and will result in an automatic denial of your application.

1. Has your Oregon concealed handgun license been **revoked**?

NO  YES - If YES please explain: \_\_\_\_\_

2. Have you **EVER** been **CONVICTED** of a **felony**?

NO  YES - If YES, what state and year? \_\_\_\_\_

3. Have you been **CONVICTED** of a **misdemeanor** within the last four years from the date of this application?

NO  YES - If YES, what state and explain? \_\_\_\_\_

4. Are you currently on **ANY** form of **pretrial release** including court ordered diversion (such as for DUII).

NO  YES - If YES, what state and explain? \_\_\_\_\_

5. Are you currently a respondent in **ANY** type of **restraining or stalking order** issued by any court in any state?

NO  YES - If YES, what state and type of order? \_\_\_\_\_

6. Have you **EVER** been convicted of an offense (**crime or violation**) involving **controlled substance** or participated in a court-supervised drug **diversion program** involving a controlled substance? Controlled substance is defined under 475.005(6). Examples include but are not limited to marijuana, ecstasy, heroin, cocaine, LSD, peyote, or methamphetamine- does not include alcohol.

NO  YES - If YES, what state, year and substance? \_\_\_\_\_

7. Are you currently required to register as a **sex offender** in any state?

NO  YES - If YES, what state? \_\_\_\_\_

**Reference Information Required:**

List two character references:

1. Name, complete mailing address and phone number (can be a relative):

\_\_\_\_\_

2. Name, complete mailing address and phone number (can be a relative):

\_\_\_\_\_

**Residency Qualifications (Select ONE):**

You must be an Oregon Resident to qualify for an Oregon Concealed Handgun License.

If you live out of state, you **MAY** be able to request a waiver. **A Residency Waiver Form** is available on our website.

I am an Oregon Resident and I have provided adequate documentation. See the form Instructions.

I am NOT an Oregon Residence, and I have attached the **Residency Waiver Form** to this application. See the form Instructions. The Residency Waiver form is located on our website at <http://umatillacounty.net/sheriff/>.

**Handgun Competency Qualification:**

I meet the requirements of ORS 166.291 (f) (A) to (G) of competency with a handgun, and I have provided documentation with my application. See the form Instructions.

I have read and understand the entire text of this application and the statements therein are correct and true. I further understand that making **false statements** on this application is a **MISDEMEANOR** crime, and I am subject to prosecution and automatic denial or revocation. All payments for applications are non-refundable.

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_



**For Sheriff's Office Use Only**

- PROOF OF IDENTIFICATION
  - PROOF OF HANDGUN COMPETENCY
  - PROOF OF RESIDENCY
  - OUT OF STATE WAIVER FORM
  - FEE \$115
  - INITIALS \_\_\_\_\_
  - ISSUED Date (and Initials) \_\_\_\_\_
  - REFERRED TO SUPERVISOR Date/Reason \_\_\_\_\_
  - DENIED Date/Reason \_\_\_\_\_
- NOTES: